

## SRS: Workers with Disabilities Screening Tool

This tool is designed to help workers in the field offices decide when to send a case to the WD consolidated unit. If you have an existing client that does not have, or loses, full-coverage Medicaid, screen the case with the criteria in the table below. Also, if you have an open HCBS client that meets the criteria in the table below, go ahead and transfer the case to the WD Team using established case transfer protocol. If the case does not pass the screening, it will be kept in the field office.

This tool assumes the following:

The client meets all other non-financial criteria for AABD-related Medicaid coverage (**disability**, residency, citizenship, etc.).

The client has indicated to you that they would like to be considered for full-coverage Medicaid.

(Read left to right, top to bottom)

CRITERIA	Answer is “NO”	Answer is “YES”	Additional Information
1. Is participant at least 16 years old but less than 65 years old? ⇒	Does not meet criteria <b>STOP</b>	<b>GO</b> to question #2.	<b>Write current age and birth date here.</b>
2. Does the participant have ongoing employment (not just a temporary job)?	Does not meet criteria <b>STOP</b>	<b>GO</b> to question #3.	Employment includes self-employment.
3. Is the participant’s gross earned income equal to at least 15% of his or her total gross income?	Does not meet criteria <b>STOP</b>	Follow case transfer processes and transfer to the WD consolidated unit.	Gross <b>earned</b> income ≥ Total <b>all</b> gross income x 15%.

## **Workers with Disabilities Transfer Process**

When the participant reports a change to their caseworker in the field, the caseworker will follow-up on the change and requests any verification. Once the verifications are received and it is determined that the case should be transferred to the WD Unit, follow these steps.

1. **NARRATE** all actions taken on the case and that it has been transferred to the WD Unit.
2. **MAIL** the file to the WD Unit.

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If you or the participants have any questions about the program, you can reach the Workers with Disabilities Unit at **1-866-217-8500**.